Center for Educational Performance and Information
Timeline Regarding Single Record Student Database/Unique Identification Code Application
(SRSD/UIC Application)
www.michigan.gov/cepi

	2009 February	March	April	May	June	July	August
SRSD/UIC Spring 2009 Submission **(LEAs, PSAs, and ISDs)**							

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February 11, 2009
Error check released

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February 11–March 17, 2009
Local educational agencies (LEAs)/public school academies (PSAs) submit SRSD data to their intermediate school districts (ISDs)

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February 11–March 17, 2009
Validate UICs for all of your students
The following steps will ensure a successful SRSD submission:
1. Submit a Request for UIC file to the Michigan Student Data System (MSDS) for all of your student records. (If you can not submit all of your student records after contacting your vendor for assistance, we recommend that you have your ISD uploader submit your SRSD file early in the collection window. This will allow sufficient time to resolve any records that could not be validated in advance.)
2. Complete any necessary resolution in the MSDS.
3. Download the output file and import it into your local student information system.

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March 17, 2009
Application closed for the day to perform required transition activities and prepare for the SRSD upload

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March 18–April 1, 2009
ISDs submit SRSD data to CEPI
NOTE: All records processed for the SRSD must have valid UICs prior to submission. UIC matching and resolution will occur in the Michigan Student Data System (MSDS).

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March 18–April 17, 2009
Phase 1, Student UIC Resolution: Ensuring that a particular UIC is correctly associated with a student
NOTE: Student UIC Resolution can only begin after the ISD has successfully uploaded the Spring 2009 SRSD Submission for the districts (by April 1).